

SENIOR RECREATION SPECIALIST

FLSA Code: N

Job Code: 5111

GENERAL DEFINITION AND CONDITIONS OF WORK:

Performs difficult paraprofessional and administrative work planning and implementing specialized recreational programs and overseeing an assigned facility; does related work as required. Work is performed under the general supervision of a Recreation Supervisor.

This is light work requiring the exertion of up to 20 pounds of force occasionally, up to 10 pounds of force frequently, and a negligible amount of force constantly to move objects, and some medium work requiring the exertion of 50 pounds of force occasionally, up to 20 pounds of force frequently, and up to 10 pounds of force constantly to move objects; work requires standing, walking, fingering, grasping, and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to receive detailed information through oral communications and/or to make fine distinctions in sound; visual acuity is required for depth perception, color perception, peripheral vision, preparing and analyzing written or computer data, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is subject to inside and outside environmental conditions, and noise. The worker may be exposed to bloodborne pathogens and may be required to wear specialized personal protective equipment.

ESSENTIAL FUNCTIONS/TYPICAL TASKS:

Coordinating with the City's Housing and Human Services Division and other agencies to plan and implement an appropriate program of activities and managing and coordinating programs and events in the Senior Center;

Planning, organizing and implementing recreational programs and services for citizens of all ages, particularly for Senior Citizens;

Managing and coordinating programs and events in an assigned facility;

Supervising and instructing recreational programs;

Preparing and maintaining records and files, maintaining files as necessary;

Plans, coordinates and supervises a variety of programs for special groups such as teens or seniors;

Plans, organizes and evaluates recreational programs for all segments, special groups and ages of the community;

Gathers information and makes recommendations for the purchase of equipment, materials and supplies;

Oversees community center activities;

Prepares reports on recreational programs;

Provides information to the public regarding facility and recreational programs;

Responds to citizen and agency requests for information on recreational programs;

Liaises with civic, community and school groups;

Occasionally leading all day recreation trips via charter bus;

Communicating clearly and concisely, verbally and in writing, to diverse groups;

Performs related tasks as required.

REQUIREMENTS/EDUCATION/EXPERIENCE:

Graduation from an accredited college or university with major course work in recreation, human services, geriatric or related field and considerable experience in community recreational programs for teens and seniors; possession of appropriate certification for programs to which assigned; thorough knowledge of the philosophies, principles and practices of public recreation and historic site management, facilities and equipment needed for recreation programs; thorough knowledge of human behavior of individuals in groups participating in recreation programs; demonstrated ability to communicate effectively, both orally and in writing, develop and implement recreation programs and activities for participants and the general public and to prepare and maintain records and reports. Must have current, valid driver's license. An equivalent combination of training and experience may be considered.

This is a class description and not an individualized job specification. The class description defines the general character and scope of duties, responsibilities, and requirements of all positions in one job classification, but is not all-inclusive. Duties, responsibilities and requirements may be added, deleted or changed at any time at the discretion of management.